

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision of a specialized division, unit, section or platoon of the police department. Police Lieutenants supervise the preparation and maintenance of assigned records and reports. Employees of this class are responsible for assisting in the supervision of the care, maintenance, and use of departmental equipment and supplies, and performing public relations duties. Police Lieutenants work with little supervision, discussing work assignments in a general way with superiors. This class reports to and ranks immediately below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in the management of the operations of an assigned division, unit, section or platoon, which may include performing, and supervising employees who are performing, law enforcement duties such as patrol, traffic control and accident investigation, criminal investigation, the handling of juveniles, and special tactical operations. Conducts inspections of assigned services, evaluates the effectiveness of these services, and recommends changes needed to correct or improve problem areas. Deploys available manpower in a manner which most effectively provides the required services while minimizing expense. Participates in a personnel recruitment and selection program for the department by assisting superiors in performing background investigations on candidates, interviewing prospective employees, and making recommendations for hiring.

Participates in an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel or to correct procedural problems. Assists in investigating accidents involving department equipment or personnel, determining cause, and making recommendations on procedure to avoid future accidents. Participates in studying crime statistics and new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Recommends changes in operational procedures or policies to superior officer. Attends

assigned meetings to keep informed on modern law enforcement methods. Monitors any local conditions which may create situations the department may be called upon to handle. Participates in developing and implementing a safety program for the department.

Supervises subordinate police department employees. Holds formal meetings with subordinates in order to receive reports, disseminate information, and delegate assignments. Outlines responsibilities, task priorities, and long term goals for subordinates. Assigns work schedules and approves leave. Evaluates the work performance of subordinates and writes evaluation reports. Provides on-the-job training for department employees. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline among subordinates by conducting corrective interviews and recommending disciplinary action.

Promotes a positive public image of the work of the department through interaction in all settings with community members. Answers inquiries or handles complaints from the public about the operations of the police department or any related areas of law enforcement operations. Acts as department representative to the news media and related agencies, and at any assigned meetings in order to release information and answer questions. Determines target areas for crime prevention or community relations efforts. Participates in producing instructional materials to be used in these programs, including writing and delivering speeches and demonstrations.

Participates in evaluating training needs of the department and developing a training program, seeing that such program is properly staffed and supplied with training resources. Conducts research of technical data, including local crime reports, for the purpose of integrating such material into the training program. Makes recommendations for improvements in the training program. Assists in preparing lesson plans and training material. Serves as an instructor for formal instruction. Participates in maintaining a library of training materials. Assists superior officer in consulting with smaller law enforcement agencies in surrounding areas to provide them with technical expertise, assistance, and cooperation in training and/or law enforcement efforts when required.

Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Prepares all forms, records, and reports needed to document the activity of the assigned shift. Maintains suspect files and exchanges information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property using the NCIC computer network. Compiles and analyzes data for and writes

reports, letters, news releases, or any other type of official department position paper in answer to requests or as needed to handle problems of the police service. Assist in gathering information for use in preparing the departmental budget. Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other property. Arranges for needed repairs and inspects equipment after repairs to ensure repairs were properly accomplished. Reviews products by meeting with sales representatives and evaluating specifications for products to be purchased. Participates in purchasing supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant for at least one (1) year immediately preceding closing date for application.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

JN	08-10-79
Rev	11-30-79
	12-10-86
	02-25-93
	08-29-05
	04-05-07
	11-17-11